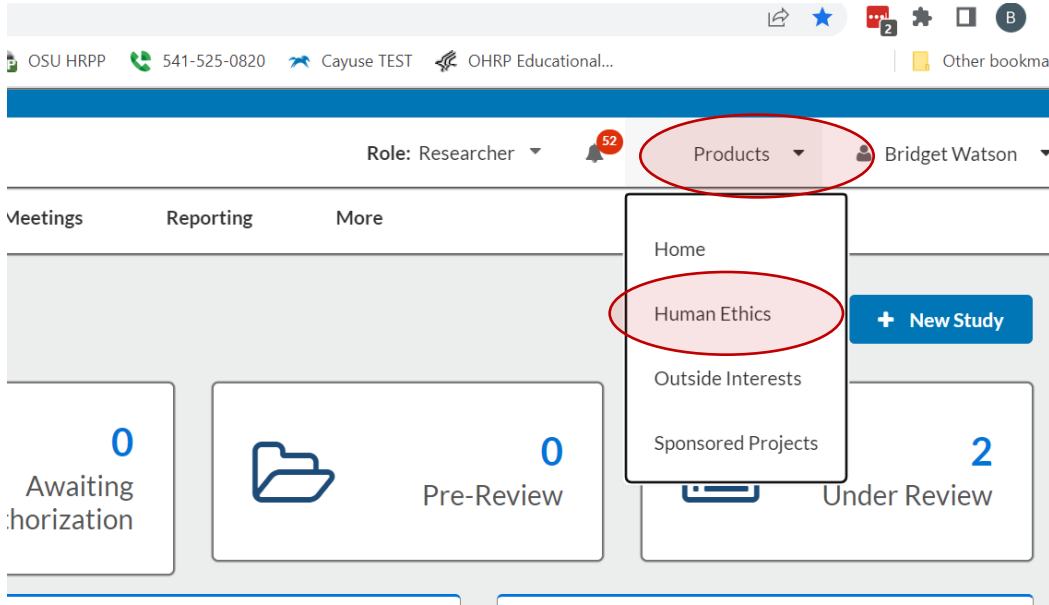
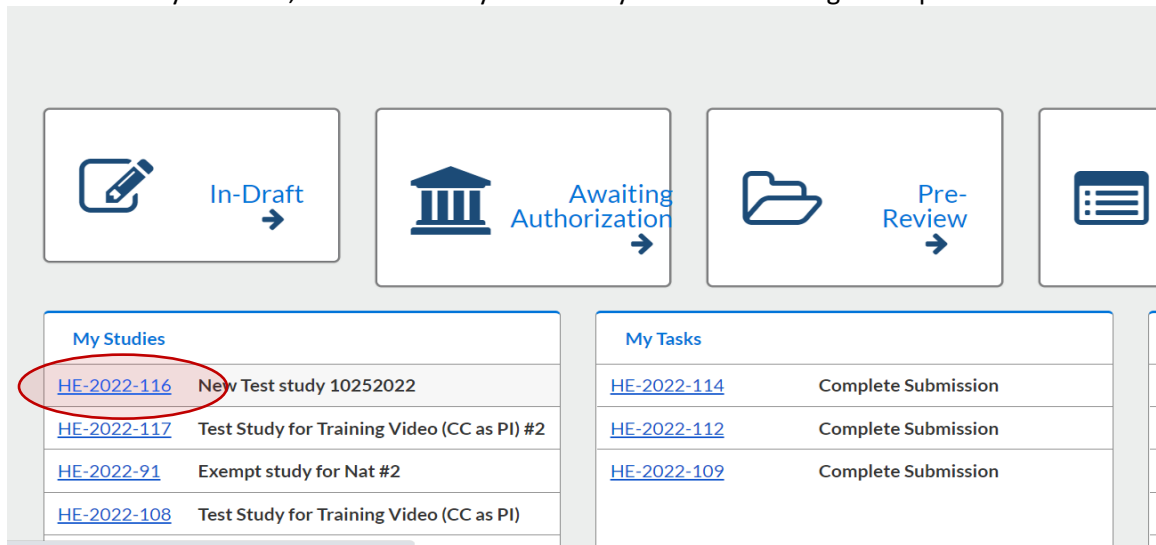


SCREENSHOTS: SUBMITTING AN REPORTABLE EVENT

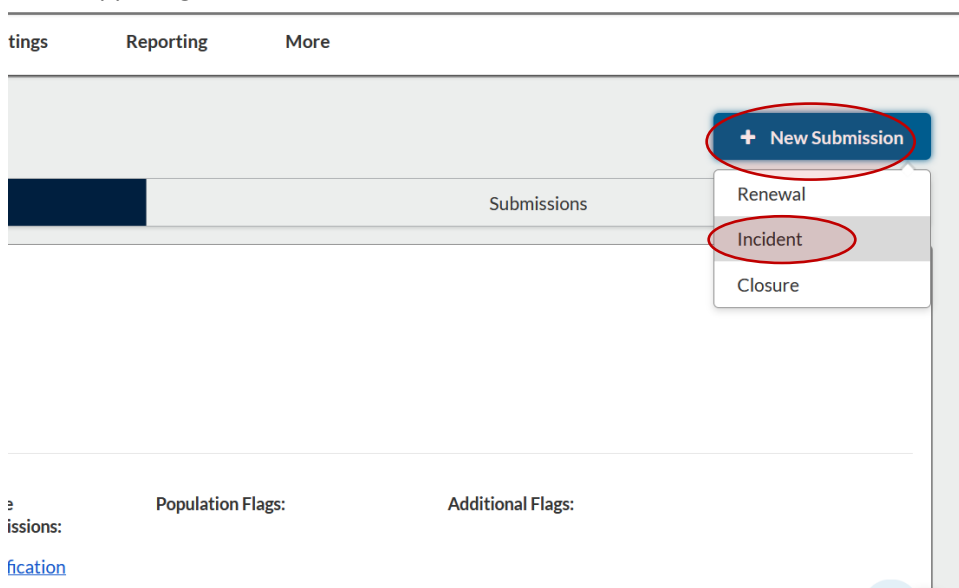
1. Log in to Cayuse: <https://oregon-state.app.cayuse.com/>
2. Ensure you are in the Cayuse HE module by clicking on “Products” and “Human Ethics”:



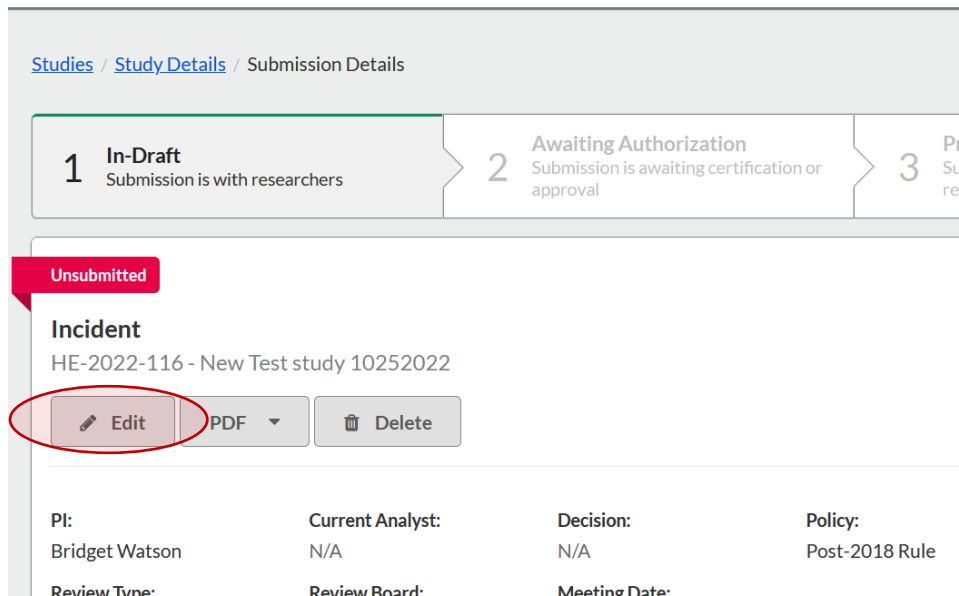
3. In “My Studies”, select the study for which you are submitting the report.



4. In the upper right corner, click on “New Submission” and select “Incident”.



5. Select “Edit”.



6. Complete the Reportable Event form and ensure each section is complete. If you do not see a white check mark in the blue menu, you have not answered a required question and must answer it before the report can be submitted.

IRB NUMBER: HE-2022-116
New Test study 10252022 - Incident

Sections <

Reportable Event ✓

Routing Send to PI for certification? v

COMPLETE SUBMISSION >

What was the date of the occurrence?
MM-DD-YYYY

When did you discover this occurrence?
MM-DD-YYYY

* Describe the occurrence (problem, event, deviation, etc.).
Please provide a detailed description of the event.

B I U

7. When you have completed the form, click on “Complete Submission”.

IRB NUMBER: HE-2022-116
New Test study 10252022 - Incident

Sections <

Reportable Event ✓

Routing Send to PI for certification? v

COMPLETE SUBMISSION >

What was the date of the occurrence?
MM-DD-YYYY

When did you discover this occurrence?
MM-DD-YYYY

* Describe the occurrence (problem, event, deviation, etc.).
Please provide a detailed description of the event.

B I U

- If you are the PI, make sure you “Certify” the submission. If you are not the PI, the PI will be notified that the submission needs their certification. They must certify before the submission will be routed to the HRPP. If changes need to be made to the report, they can “Return” it to make further changes before submitting and certifying.

The screenshot displays a submission workflow with three stages:

- Pending Authorization**: Submission is awaiting certification or approval
- 3 Pre-Review**: Submission is being prepared for review
- 4 Under-Review**: Submission is with reviewers

Routing options are shown as **Return** and **Certify** buttons, which are circled in red. A notification icon with the number 1 and a question mark is also present.

Additional information at the bottom:

- Decision: /A
- Policy: Post-2018 Rule
- Required Tasks: N/A

A **Show all** button is located at the bottom right.